

United States District Court for the District of Utah
Office of the Clerk of Court
April 27, 2005

Notice to Members of the Court's Bar

On Monday, May 2, 2005, the Court will go live internally on ECF. Attorneys will begin receiving emails in the new format (see pages 2 - 4 of this document). You should continue to file documents conventionally in paper.

Here are the changes you should be aware of starting May 2, 2005.

1. If you **are enrolled in email noticing**, your emails will change format beginning on May 2nd. The new emails are referred to as **NEF's (Notice of Electronic Filing)** and will contain either:

- ♦ a 'link' to any document associated with the notice, rather than an actual document embedded in the email, or
- ♦ the text of the notice or order in the Docket Text field
(Please see pages 2-4 for examples.)

If it is a pdf document, you will have **one free look, please either print or save (or both) the document at that time.** To get this free look, **click on the hyperlinked document number in the email** (not the case number). It will bring up the document inside Acrobat Reader. If you click on the case number, it will prompt you to login to PACER. The next time you click on the document number in the email, it will require a login to PACER which will charge you \$.08/page to view the document again.

2. Attorneys **not** enrolled in email noticing will continue to receive notices by mail. A printed copy of the NEF, along with any associated document, will be sent to these attorneys.

3. Your email address(es), as recorded in our database, will be displayed on the NEF. You will receive additional emails for types of docket entries that we have not previously sent. These will include such docket items as minute entries.

While you are getting accustomed to the new email format, if you are in doubt about whether a document should be attached to the email NEF, you may verify it by looking up the docket on PACER, or by calling our Help Desk at (801) 524-6100 for clarification. We will undoubtedly be very busy the first week, so please be patient.

During the summer of 2005, the Court will begin to train and allow attorneys to begin filing pleadings in PDF format electronically through our CMECF web site. Training will be ongoing throughout the next year. We will send out additional information as that time approaches.

THE NOTICE OF ELECTRONIC FILING (NEF)

When a document is filed in CM/ECF, a Notice of Electronic Filing (NEF) is automatically generated and e-mailed to those attorneys currently receiving notices and orders from the court. There are three variations of the NEF:

1. A NEF with a link to a pdf document (document number is hyperlinked)
2. A NEF without a pdf document (document number is NOT hyperlinked)
3. A NEF without a document number (no document number)

The diagram shows a sample NEF email with the following content and callouts:

- Hyperlink to the docket sheet - clicking on this will take the user to PACER. Must have a PACER login and password.** (Points to the Case Number [2:05-cv-8054](#))
- File Date** (Points to the filing date: 4/15/2005)
- Hyperlink to the document(s) filed. Recipients will receive one free look at the document.** (Points to the Document Number [7](#))
- Docket Text:** (Circled in the original image, points to the docket entry text)
- Text of the docket entry** (Points to the docket entry text: MOTION to Compel discovery filed by Plaintiff Charles Chocolate. (rak,)
- The unique electronic document stamp** (Points to the Electronic document Stamp: [STAMP dcecfStamp_ID=1060034973 [Date=4/17/2005] [FileNumber=59381-0] [1dbc4e8da7b7f8c46cad014a0b86f2c9ea69360cdd692d7c7b1dc8cc0bfa46d1d8af1f9fe08bbe7fdcf177cf3b2705123c4531f853ceb5dd8a12d4992b0992e2]]

A NEF without a pdf document - Docket entries with a document number but no hyperlink. All information will be contained in the Docket Text on the NEF. These will include:

Minute Entries

Notices of Hearing - The docket text included on the NEF will constitute the notice of hearing.

Docket Text Orders - Judges will now be doing "Docket Text Orders." This can be any order generated in CM/ECF without a document attached. The docket text included on the NEF will constitute the order.

A NEF without a document number - Some items such as a utility used to update or correct the docket WILL NOT receive a document number. The information will be in the docket text.

*****NOTE TO PUBLIC ACCESS USERS*** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.**

Live Electronic Case Filing System

District of Utah [LIVE]

Notice of Electronic Filing

The following transaction was received from kvs, entered on 4/13/2005 at 10:16 AM MDT and filed on 4/8/2005

Case Name: USA v. Vega
Case Number: [2:04-cr-356](#)
Filer:
Document Number: [90](#)

Docket Text:

Defendants Position with Respect to Sentencing Factors as to Jose Luis Cardenas-Portillo (kvs,)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1060034973 [Date=4/13/2005] [FileNumber=57021-0]
[a951a07390ff86f3aec3ab41d2d91b4175552b67d26ab395481bf9df3ee9173c4ce54
eceb221cc59a63caa7e78485367271fe3a4c09875689e5216f0d86e4edf]]

2:04-cr-356-2 Notice will be electronically mailed to:

Veda M. Travis her_email_address@usdoj.gov,another_one@usdoj.gov

Deirdre Gorman this.email@qwest.net

Kristen B. Angelos one_more_address@fd.org

Fred Metos his_email_address@msn.com

Scott C. Williams email.address@qwest.net,another.email@yahoo.com

2:04-cr-356-2 Notice will be delivered by other means to:

Charles L Attorney
LAW FIRM OFFICE
123 S. MAIN ST.
SALT LAKE CITY UT 84999

SAMPLE

NEF